

**HUMAN RESOURCES DIVISION**  
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**150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158**

### **EMPLOYMENT OPPORTUNITIES**

**JOB POSTING #**      26-22  
**POSTED:**            02/09/2022, 1:00 p.m.  
**EXPIRATION:**        until filled  
**TITLE:**              Compliance Officer  
**SALARY:**            DOQ  
**DEPARTMENT:**    Finance

### **GENERAL PURPOSE**

The Compliance Officer is responsible for monitoring and enforcement of business registration/licensing and related codes, regulations, and ordinances of the City of Joliet. Shall work with Business owners/operators in order to ensure compliance with, and proper licensing/permitting of business-related activities. Performs a variety of technical duties in support of the City's municipal code enforcement programs including but not limited to code violations, licensing and other complex duties relative to assigned areas of responsibilities. Serves as a resource and provides information on City regulations to businesses.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Performs a variety of technical duties to ensure compliance with City regulations and ordinances pertaining to businesses (zoning, parking, signs, nuisance abatement, code violations and other related codes and regulations).**

Investigates complaints of violations of the business license code, and any other city ordinance as it pertains to the licensing and permitting of business-related activities.

Participates in administrative hearings.

Conducts field investigations of commercial property and businesses in order to ensure proper licenses / registration and zoning / code compliance.

Receive and responds to citizen complaints regarding businesses and reports from other agencies and departments on violations of City zoning, parking, and related municipal codes and ordinances; interview complainant; conduct site investigations and provide recommendations for resolution.

Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices; notices of

violations; corrective notices, orders to comply, and related documentation for code violations; schedule and perform follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.

Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations and take photographs to verify and document violations.

Issue citations for violations as needed to enforce ordinances and codes.

Participates in administrative hearings and prepares documents related to violations that may require court action and attests for the City in legal proceedings.

Serves as a member of various staff and committee and board meetings as necessary.

Assists other planning staff members and performs related duties and responsibilities as required.

## **REQUIRED QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in an appropriately related field with equivalent years of experience.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of Business licensing, local ordinances, and zoning codes.

Working knowledge of Microsoft Office and Excel

Principles, practices, methods, techniques, and terminology of municipal code enforcement.

Principles and procedures of record keeping and maintenance.

Pertinent Federal, State and Local codes, laws, and regulations.

Ability to organize, prioritize, and carry out duties in a timely manner with minimal supervision.

Serve as Liaison between Business owners and City of Joliet Departments

Interpret, explain, and enforce applicable codes, ordinances and regulations related to business licensing / registration, and zoning.

Inspect and identify violations of applicable codes and ordinances

Investigate complaints and mediate resolutions in a timely and tactful manner

Ability to participate in and facilitate meetings

Ability to collect, compile and analyze information and data and to translate observations and results into clear, concise reports and recommendations

Ability to multi-task, manage several projects, and adapt to change and maintain flexibility.

Communicate clearly and concisely, both orally and in writing

Deal with difficult people, and upset business representatives and resolve their issues within the confines of laws, codes, regulations, ordinances, rules, policies, and processes

Establish and maintain effective relationships with other employees.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is having a High School diploma/GED; two years of experience enforcing municipal codes, property inspection or related experience; or an equivalent combination of training and experience.

### **SPECIAL REQUIREMENTS**

Must possess a valid State of Illinois motor vehicles operator's license

Bilingual in Spanish preferred

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office environment and occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview, reference and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**